# Grant Writing for Community Groups

# Today's workshop:

- ✓ Getting your organisation grant-ready
- ✓ How to find grants
- ✓ Make your project stand out
- ✓ Where to go for help

GLENRAC's Grant Writing Workshop for Community Group Committees | 28 July 2022

# Are you Grant-Ready?

We like to think our organisation is ready to pounce on a grant opportunity, but is it?

- ✓ Strategic Plan – is there one? Does it align with your potential project?
- ✓ Resources – people, finances, time?
- ✓ Landowner consent?
- ✓ Prepare a Grant Toolkit with key information about your group.

A Grant Toolkit

Benefits of having a tool kit:

✓ Keeps all the information in one place;

✓ Helps provide a jump start on grants, so you're ready to go when a grant opens;

✓ Saves time, as you don't have to search for the information every time a grant opens;

✓ If someone leaves your organisation, the information is held in a central place and available for others to use

*see pages 6 – 8 of booklet*

# Activity

Page 7 – **Our Highlights** and **Our Members**

✓ What's a 'Fun Fact' or two about your organisation?

- Collectively, how many years experience on the committee
- Do you service people from different regions?
- Awards won?
- Has there been a change in the type of members you attract now compared with 10 years ago?
- Do you have partnerships with other organisations, eg an annual charity event?

# Where to Find Grants



- ✓ Local member of parliament's newsletter
- ✓ Government department newsletters
- ✓ GLENRAC
- ✓ Grants newsletter - **Our Community** produces a monthly newsletter with hundreds of grants available across Australia (government and non-government sources). Cost $125/yr.

Subscribe at http://www.fundingcentre.com.au/

# Characteristics of Good Grant Applications

- Make sure you are eligible to apply for the grant;
- Answer all the questions;
- Make your answers clear and easy to read (dot points are okay!);
- 'Paint the Picture' for the people who will assess your application for funding;
- Helpful (persuasive) supporting documents;
- Budget is based on accurate costs (eg. quotes).
- Partners and benefit to the wider community

# Who can apply?

| Applicant | Eligible |
|---|:---:|
| NSW association and non-distributing co-operatives registered with NSW Fair Trading | ✔ |
| Local Aboriginal Land Councils or Indigenous corporations registered with the Office of the Registrar of Indigenous Corporations | ✔ |
| NSW local councils and their section 355 committees operating under the *Local Government Act 1993* | ✔ |
| Not-for-profit entities incorporated under an Act of Parliament | ✔ |
| Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC) | ✔ |
| Public companies limited by guarantee | ✔ |
| Propriety companies and companies limited by shares | ✖ |
| Individuals or groups of individuals | ✖ |
| Unincorporated organisations | ✖ |
| For profit commercial organisations | ✖ |
| Organisations with **unacquitted CBP2018 and CBP2019 projects by 10 June 2022** | ✖ |
| NSW Government or Australian Government agencies and their entities (including NSW Government schools, local health districts, and public hospitals). These organisations should consider whether there is an incorporated not-for-profit body, such as a Parents and Citizens Association (P&C Association), hospital auxiliary or incorporated entity that uses Crown Land facilities that may be eligible to apply for funding. | ✖ |
| An eligible organisation applying on behalf of another eligible organisation | ✖ |

**Activity:**
Example guidelines from 2022 Community Building Partnership program

Is your organisation eligible?

CBP will consider funding requests between $5,000 and $150,000 for projects involving:

- **capital works** including construction of new community infrastructure as well as refurbishment, repair and maintenance of existing community infrastructure. Capital works are: *improvements to the land or building, or freestanding equipment that will be fixed or installed to the land or building.*
- the purchase of freestanding **equipment** with a minimum individual asset value of $5,000 or more
- the purchase of **vehicle(s)** with a minimum individual asset value of $5,000 or more (Refer to question 5 in Appendix – Common questions).

| Ineligible project type | |
| --- | --- |
| Projects that have commenced works prior to the grant round closing date (10 June 2022) | ✕ |
| Projects located outside of NSW | ✕ |
| Projects that seek funding to:<br>• run workshops, training or facilitation<br>• stage events or exhibit displays<br>• undertake filming or recording<br>• cover operating costs or recurrent expenses such as staff costs, insurance, leases, bills, clothing, consumables and disposables<br>• deliver programs or services<br>• undertake studies or investigations<br>• purchase land or buildings (fixed assets) | ✕ |
| Projects that involve the development of private or commercial ventures, including licensed areas of registered clubs such as liquor and/or gaming areas | ✕ |
| Projects receiving funding from other grant programs for the same scope of works | ✕ |
| Projects that should be funded as a core responsibility from another source, such as a local government, the NSW Government or Australian Government | ✕ |
| Project works or costs that have been or will be covered by insurance claims (e.g. repairs following weather events) | ✕ |

# **Activity:**
Example guidelines from 2022 Community Building Partnership program

## Is your project eligible?

Other considerations:
- What are some examples of projects they have previously funded?
- Can you apply for 100% of your project costs or are you required to make a contribution?
- What's the closing date?

# Writing the Application

There are some questions found in many grant applications. This includes questions such as:

- ✓ Organisational background

- ✓ Summary of your project

- ✓ Experience and Capacity of your organisation in delivering projects

- ✓ Governance arrangements

# Organisational Background

This is not the place to write a long-winded history of your organisation but to describe the WHO, WHERE, WHAT, WHY and HOW of your organisation's operations.

- When was the organisation established?
- Who are your stakeholders / who do you represent?
- Why does your organisation exist?
- What's special about your community?
- Staffing levels – either paid or volunteer
- Committee numbers

# Organisational Background example

WHO, WHERE, WHAT, WHY and HOW of your organisation's operations.

*Grenfell Community Centre was established in 1994 to service the growing population of seniors residing in Grenfell. Our community of 900 has 28% of residents aged over 60. Each year, the Centre hosts programs for residents aged over 60 years, including activities focused on wellness and preventative health These activities include social outings as well as recreational classes. In 2017-18, the Centre hosted 18 activities for 165 participants.*

*Grenfell is an isolated rural community, situated over 50km from its nearest commercial centre of Young. The community owned Centre has one part time staff member, who is assisted by a committee of 8 volunteers.*

# Summary of your Project

- Mention your project benefits up front
- This is a summary, not a full-blown explanation. Keep it simple.
- Use the following sequence:

❶ **\<Project name\>** will ❷ **\<deliver what benefits\>** by ❸ **\<how benefits will be delivered\>**. ❹ **\<Proof project is needed\>**

EG:

❶*The Habitat Restoration Program will* ❷*rehabilitate 50 hectares of threatened woodland and conserve 3 endangered species present at Gully Creek Reserve by* ❸*undertaking a 2 year program to control invasive species.* ❹*Gully Creek Reserve is habitat for the Brown Tree Creeper and Fringed Spider Lily and has been declared a Priority One conservation site by the NSW Government.*

# The Case for Support

This is where you provide an explanation to the funding body as to **why** do you need funding.

- Establish a specific solution to a problem or issue.
- What data exists to support your project need and your proposed solution?
- How do you know your solution will work?
- Refer to any attachments such as photos of the project area;
- Back up your claims with evidence of community support.

*What sort of data / evidence of community need would there be for a Progress Association to purchase a community bus to run a weekly trip to the nearest town to access services?*

# Methodology

**Methodology** is the strategy for how the project will be achieved, by whom and by when. For example:

- Will your project be completed by a paid contractor or volunteers?
- How long will you project take, including start and finish dates?
- Will your project involve other organisations?
- Use actions that are Measurable and Realistic.

*The kitchen upgrade at Bonshaw Hall will involve 4 local tradespeople who will install new flooring, kitchen cabinets and upgrade the wiring. Works will commence in April 2022 and be completed by August 2022. Volunteers will complete additional improvements to the kitchen including painting through 2 working bees held in July 2022. The hall improvements will be officially opened with a community BBQ in September*

# Your Organisation's Experience & Capacity

Your organisation's relevant expertise, skills, qualifications and experience of your committee and those that will be involved in the project, for example:

- Broad structure of the organisation (e.g. a volunteer committee of 6 people);
- Who is on your committee? Do they bring unique skills or experience?
- Has your organisation implemented a grant funded project in the past?
- Experience or examples of when you have worked with the community or partner organisations.

*Activity:*

*What's your organisation's experience and capacity?*

# Governance

Governance is all about the checks and balances that you have in place to make sure things are 'done right', there's accountability and systems are transparent. For example:

- Do you have a Constitution and / or policies and / or Strategic Plan which governs what you do?
- If the project involves working with youth / children, do you have a record of who has Working with Children Checks?
- Do you report each year to NSW Fair Trading or the Australian Charities and Not for Profit Commission (ACNC)?
- How often does your committee meet?
- Are you an incorporated association?
- Is your organisation affiliated with a peak body?
- Insurance arrangements – do you have adequate insurance in place for the project?
- Do you have your finances audited annually?

# Evidence & Support:

- ✓ Strategic plans
- ✓ Third-party plans, eg Council's Community Strategic Plan
- ✓ Letters of support
- ✓ Surveys
- ✓ Suggestions / feedback / complaints
- ✓ Media
- ✓ Statistics
- ✓ Internal records – eg WHS register
- ✓ Success elsewhere

# Project Budget

Having a detailed budget shows you have a realistic idea of what the project involves and shows you are well prepared.

✓ Written quotes
✓ Use local suppliers wherever you can!
✓ Applicant contributions (cash, equipment on hand, volunteer labour)
✓ Contingency (price escalation)
✓ Make sure it balances!
✓ Avoid ineligible expenses

# In Kind Contributions & Volunteers

In-kind contributions are contributions your organisation is making to the project either through volunteer labour, using materials / resources or equipment already on hand.

In-kind contributions should be listed in the budget with a dollar value placed on contributions such as services, insurance, equipment, time and materials.

### How Much for Volunteers?

Some grant bodies will stipulate the hourly rate to use (see guidelines) volunteer hours in the grant program guidelines.

If not, the standard hourly rate for a volunteer is usually $41 / hour. Whatever rate you use, note in your budget what rate you are using.

# Example Budget

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| Details | Applicant contribution Cash or In-kind | Grant funding required | Total |
|---|---|---|---|
| Rainwater tank – 22,500 litre poly tank as per attached quote from Landmark | | 2,800 | 2,800 |
| Windows – supply and install 2 aluminium windows, as per attached quote from Thompson Construction | | 4,100 | 4,100 |
| Granite for gravel pad under rainwater tank, as per attached quote from JP Earthworks. 50% funded by applicant. | 405 | 405 | 810 |
| Installation of rainwater tank – use of bobcat owned by committee member 3 hours @ $110/hr (including operator) | 330 | | 330 |
| Volunteer labour to install rainwater tank and plumbing to main hall Materials / fittings on hand $100 4 volunteers @ $41/hr x 4 hours = $656 | 756 | | 756 |
| Host event to open the improvements: Morning tea provided by committee: 45 guests @ $6/head = $270 Promotion / advertising on Facebook = $80 Use of committee's marquee = $100 | 450 | | 450 |
| TOTAL $ | $ 1,941 | $ 7,305 | $ 9,235 |

# Thank you

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